

Council of Chairs Meeting
Thursday, March 12, 2015
10:00 AM – 12:00 PM UH 237

Attendance: Terry Ballman, Rafael Correa, Matthew Davidson, Sunny Hyon, Todd Johnson, Margaret Perry, Michael Salvador, Terry D. Smith, Kathryn Thomerson, Salaam Yousif
Staff: Michelle Fuller, Martha Diazgranados

10:15 – 10:30 (time certain): Lacey Kendall from Coyote Radio went over the history, on-going projects, and initiatives of Coyote Radio that involve students, including internship opportunities. Ms. Kendall expressed her appreciation to Dean Ballman for bringing the radio back home to the College of Arts & Letters.

1. Announcements
Chairs

- Comm: Have four top candidates for the Latino Media position.
- Art: Down to final four finalists for the Chair position.
- Eng: Jacqueline Rhodes will be the Interim Chair next quarter when Sunny Hyon is on sabbatical.

Dean's Office:

Commencement – Martha Diazgranados

Commencement will take place at the Ontario Arena. The Colleges of Arts & Letters and Education have been combined, as in previous years. More information about logistics will follow after the Commencement Committee meets on April 10.

Meanwhile, please start compiling Departmental highlights for the College script. Forms for the selection of the Outstanding Graduate/Undergraduate, and Student Speakers will be soon coming your way.

Associate Dean - Dr. Salaam Yousif

- Please send information about class cancellation as soon as possible.

Dean Ballman

- Strategic Planning Town Hall: Brief discussion about the last meeting.
- Brown Bag with students: There was representation from English, Communication Studies, and Liberal Studies. Overall, students are very pleased with their experience and advising process at CSUSB. There were some concerns: safety on campus, dissemination of information about current events, student activities, deadlines, etc. Students would like to receive information via Instagram or text which is their preferred method of communication.
- 50th Anniversary Celebration: Department proposals were sent for review.
- The College should have a high-quality web presence for all CAL faculty: Dean Ballman showed a video done by Luz Elena Ramirez, as a possible model for the college. There was a brief discussion about the implementation process. We will continue to discuss ways to showcase the College, faculty and students.

2. Supporting and Promoting Faculty Research – Dean Ballman

Shared information about a newly emerging Research Task Force composed by Holly Henry and Luz Elena Ramirez. The Task Force will support and promote faculty research and creative activities. Several ideas have emerged so far:

- a) Make sure that faculty are aware of resources such as: Faculty Mentoring network established by Jean Peacock and Eri Yasuhara, Mini-grants and Summer Fellowships that are available through the Office of Academic Research, and the Dean's mini-grants for research.
- b) Professor Ramirez had organized an interdisciplinary group of English faculty, who participated in a peer exchange and review of each other's papers, grant proposals and manuscripts, since 2009. Faculty met face-to-face and collaborated via Blackboard. It was proposed that the Research Task Force invite faculty from different discipline to talk about their research in a Faculty Roundtable or Forum. Dean Ballman's idea to invite faculty to present on their research after a Sabbatical Leave might fit in with this, as well.

3. Time Sheets Deadlines – Stephanie Cardenas (Time and Attendance Clerk for CAL)

Ms. Cardenas shared a calendar with deadlines for the submission of time sheets. There was a discussion about the process and best practice to follow for the submission of faculty/staff time sheets on time. The process on Absent Management for CAL is:

- a) Ms. Cardenas enters all staff/faculty (300+) time sheets on Absence Management;
- b) After they have been submitted they are approved the approving manager;
- When time sheets are not submitted on time, the approving manager needs to go back, delete previously submitted information and re-submit for approval. The entire process is time consuming, more so when they need to be deleted and re-submitted for corrections. It was agreed to have Department ASC's, collect time sheets for all staff/faculty in their respective department and submit to the College Office by the deadline. The College needs to be in compliance with the Payroll and the State Controller's Office.

4. Budget – M. Fuller

Dr. Yousif shared information about the budget for Ms. Fuller.

- Spring 2015 input sessions for Part-time contracts will take place on 3/20/15.
- Central Budget Office is actively working on Unit 3 compensation distribution for the colleges.
- SSI Funds are being reviewed by the SSI Committee.